

THIS AGREEMENT is made and entered into this 14th day of
November, Nineteen Hundred and Seventy-Eight.

BETWEEN THE BOARD OF EDUCATION OF THE BOROUGH
OF FAIRFIELD, ESSEX COUNTY, NEW JERSEY
hereafter the "Board";

AND THE FAIRFIELD EDUCATION ASSOCIATION
hereafter the "Association";

WHEREAS, pursuant to the requirements of the New Jersey
Employer-Employee Relations Act, agreements reached between
public employers and the majority representative of an appro-
priate employee unit, regarding terms and conditions of employ-
ment, shall be embodied in writing, signed by the authorized
representatives and filed with the New Jersey Public Employment
Relations Commission; and

WHEREAS, these certain agreements have been reached
between the Board and the Association, the said Association
being the recognized exclusive representative of the unit of
the Board's employees, consisting of regularly employed teachers,
nurses, learning disabilities teachers, librarians, supplemental
teachers, speech correctionists, art teachers, reading teachers,
physical education teachers, vocal and instrumental music teachers.

NOW, THEREFORE, it is mutually agreed between the Board
and the Association as follows:

ARTICLE I

DURATION OF AGREEMENT

This Agreement, dated as above, shall take effect on July 1,
1978 and shall continue in full force and effect without change

July 1, 1978 -

June 30, 1980

until June 30, 1980 except by mutual agreement of the parties.

ARTICLE II

MEDICAL INSURANCE COVERAGE

The Board hereby agrees to pay 100% of the group rate cost for providing Blue Shield and Blue Cross with Rider J coverage and Major Medical coverage, single plan for all employees not covered for like benefits by self or spouse in a plan outside the group. In addition, the Board will pay 100% of the group rate for family coverage as specified above for all those employees in the Association's unit who elect all or a portion of paid coverage.

The Board reserves the right to elect participation in the State or other medical plan providing comparable benefits.

DENTAL INSURANCE COVERAGE

Dental insurance for employees individually shall be purchased to become effective beginning with the 1977-78 school year and continue during the 1978-79 and 1979-80 school years. The board shall assume the full cost of this individual dental plan for the life of this agreement.

The dental insurance program shall be mutually agreed to by the parties to this agreement.

ARTICLE III

GRIEVANCE PROCEDURE

The grievance procedure shall be as set forth on Schedule C annexed hereto and made a part hereof.

ARTICLE IV

COMPENSATION

A. Salary Schedule

The salary schedule pertaining to teachers, learning disabilities teachers, teacher librarians, remedial reading teachers, nurses, speech correctionists, art teachers, physical education teachers, vocal and instrumental music teachers shall be as set forth on Schedule A annexed hereto and made a part hereof. The salary schedule for all other personnel who are in job categories included in the unit represented by the Association and whose salaries are not otherwise set forth on Schedule A shall be as set forth on Schedule B annexed hereto and made a part hereof.

B. Reimbursement for Use of Auto

Teachers shall be reimbursed for the required use of their automobile for travel in connection with their assigned duties. This reimbursement shall be at the rate of fifteen cents (15¢) a mile subject to the voucher requirements of the business office.

C. General Provisions

Teachers with prior public school service may be granted full credit for teaching experience up to ten (10) years.

Credit will be granted for two (2) years military service with Honorable Discharge. Combined teaching and military service is not to exceed twelve (12) years service.

Non-degree teachers shall advance one-half step yearly on the guide.

Annual increments for satisfactory service shall be granted by the Board of Education upon recommendation of the chief school administrator. The Board of Education reserves the right upon recommendation of the chief school administrator to withhold, decrease or reinstate any annual increment or adjustment pursuant to 18A:29-14.

ARTICLE V

SICK LEAVE

A. All full-time teachers employed by the Board shall be entitled to twelve (12) sick leave days each school year. Unused sick leave shall be accumulated from year to year with no maximum limit.

B. In the case of frequent or intermittent absence, a teacher may be required to produce evidence of illness at the request of the superintendent or building principal. For any absence of five (5) consecutive working days or over, a doctor's certificate must be presented.

C. A teacher who is employed for a term of employment under contract, or appointed as a permanent substitute, for less than one school year will be granted sick leave privileges on a pro rata basis of one day per month for the term of the contract.

D. Teachers shall be given a written account of accumulated sick leave days on or before September 15th of each school year.

ARTICLE VI

TEMPORARY LEAVES OF ABSENCE

Teachers shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year.

A. Personal Leave

It is recognized that emergency situations arising from personal, legal, business, household, or family matters do occur and require the absence of the teachers during school hours. Application for personal leave should be filed, stating one of the above reasons, with the building principal in advance of the day or days needed, when possible.

Employees may be granted a maximum of two (2) personal days, approved by the superintendent, which shall be non-accumulative, with pay within one school year. All requests shall not be unreasonably denied. The employees shall not be required to state the reason for such leave other than as set forth above. The request shall remain confidential.

B. Death

1. Up to five (5) days shall be granted at any one time in the event of death in the immediate family. Immediate family shall be considered father, mother, spouse, child, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, or any other member of the immediate household.

2. One day, subject to the approval of the superintendent, shall be granted at any one time in the event of death in the non-immediate family. Approval shall not be unreasonably withheld.

C. Temporary Active Military Duty

Time necessary shall be granted for persons called into temporary active duty during the school year, of any unit of the U. S. Reserves or the State National Guard. A teacher shall be paid his regular pay in addition to any pay which he received from the State or Federal Government for a period not exceeding sixty (60) days.

D. Leaves taken pursuant to this section shall be in addition to any sick leave to which the teacher is entitled under Article V.

ARTICLE VII

EXTENDED LEAVE OF ABSENCE

A. Military Leave

Military leave without pay shall be granted to any teacher who is inducted or enlists in any branch of the Armed Forces of the United States for the period of said service and three (3) months thereafter, or three (3) months after recovery from any wound or sickness at the time of discharge.

B. Illness in the Family

At the discretion of the Board, teachers under tenure may be granted a leave of absence without pay of up to one year for the purpose of caring for a sick member of the teacher's immediate family as defined in Article VI-B. An extension of this leave may be granted at the discretion of the Board.

C. Good Cause

Other leaves of absence may be granted by the Board.

NOTE: The Board's decision in determining to award or not to

award a leave of absence for illness in the family or other good cause shall be final and not be subject to the filing of a grievance.

ARTICLE VIII

MATERNITY LEAVE

The Board shall grant maternity leave without pay to any teacher upon request, subject to the following stipulations and limitations:

A. The Board may remove any pregnant teacher from her teaching duties on any one of the following bases:

1. Her teaching performance substantially declines from the period preceding pregnancy.
2. Her physical condition or capacity renders her incapable of performing her assigned duties, which shall be deemed to exist if
 - a. The pregnant teacher fails to produce a physician's certificate that she is medically able to continue teaching, or
 - b. The Board's physician concludes she is unable to continue teaching.

B. The Board shall grant a leave of absence for medical reasons associated with pregnancy and birth to pregnant teachers on the same terms and conditions governing leaves of absence for illness or medical disabilities, as set forth in NJSA Title 18A: 30-1 et seq.

1. Any teacher granted maternity leave without pay according to the provisions of this section may at her discretion elect to use all or any part of her accumulated sick leave during the period of such absence and receive full pay and benefits for the same.

C. Any female teacher seeking such leave shall apply to the Board sixty (60) school days prior to the beginning of the leave. At the time of application, the teacher shall specify, in writing, the dates on which she wishes to commence and terminate her leave. The Board may require any female teacher to produce a certificate from a physician in support of the leave dates. If the Board's physician disagrees with the employee's physician, the dispute shall be submitted to the County Medical Board for a third opinion which shall be binding on the parties. Where medical opinion is supportive of the leave dates requested, such leave shall be granted by the Board except that the Board may change the termination date if that date substantially interferes with the administration of the school system. Following the granting of such leave, the commencement and termination dates thereof may be further extended or reduced for medical reasons upon application by the teacher to the Board. Such extension or reduction shall be granted by the Board for an additional reasonable period of time except that the Board may change the termination date if it would substantially interfere with the administration of the school system. The Board may require any teacher to produce a physician's certificate in support of the requested change subject to the procedures outlined above.

D. Upon return from a maternity leave of absence, the teacher shall be reinstated in her same position, if it is available, or a similar position for which she is certified.

E. The Board is not required to continue employment of a non-tenure pregnant teacher beyond the year in which the leave is taken. The maternity leave period shall not be counted for tenure purposes, however, the period before and after the maternity shall count towards tenure.

F. Advancement on the salary guide shall be based upon the date of commencement of the maternity leave of absence. The teacher shall be granted a full salary guide step if she works more than ninety (90) school days. Approval of the Board, which shall not be unreasonably denied, is required for any salary guide credit for a teacher who works under ninety (90) days.

Adoption

Any teacher adopting an infant child shall receive similar leave which shall commence upon his/her de facto and/or de jure custody of said infant, or earlier, if necessary to fulfill the requirements for the adoption.

ARTICLE IX

TEACHING HOURS AND TEACHING LOAD

A. All professional employees shall indicate their presence for duty by placing a check mark and their initials in an appropriate column of the faculty sign-in and sign-out roster.

B. The arrival and departure time shall be designated; however, the total in-school workday shall in general not consist of more than seven (7) hours and fifteen (15) minutes which shall include a lunch period. On days preceding vacation periods or on half-session

days, the teachers workday may end at the conclusion of the students' day. Teachers shall be permitted to leave the school buildings twenty (20) minutes after the students leave the day before a holiday and on Fridays.

Teachers shall be permitted to leave as indicated above unless previously notified by the principal to remain.

C. It is understood that the aforementioned time schedule shall not apply for faculty or curriculum meetings and parent or student conferences. It is further understood that situations may occur from time to time that require the teacher to be available at the discretion of the building principal for after-school activities, additional school help for students, and for attendance at school or P. T. A. functions in the evening.

D. Teachers may leave the building during their scheduled duty-free lunch period, but shall initial a sign-in and sign-out "out of building" record.

ARTICLE X

TEACHER EVALUATION

A. 1. All monitoring or observation of the work performance of a teacher shall be conducted openly and with the full knowledge of the teacher.

2. Formal classroom observations for the purpose of assessing teacher performance and teacher evaluation shall be conducted only by personnel holding a supervisory certificate issued by the New Jersey State Board of Examiners.

3. The type of form (i.e. narrative, check list) used for formal classroom observation reports and teacher evaluation reports shall be only those that are developed in cooperation with...and agreed upon...the Association and approved by the administration and attached hereto as Appendix A.

B. Observation Reports: Formal classroom observation by supervisory personnel (principals, supervisors, department chairpersons, etc.) shall include a follow-up conference with the teacher.

When the written report is prepared, this report shall not be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior consultation with the teacher, unless the teacher chooses not to meet. Such reports shall include: (a) Strengths and weaknesses of the teacher's performance as evidenced during the specific observation period; and (b) Specific suggestions as to measures which might be taken by the teacher to improve his performance in areas where weaknesses have been observed.

C. Evaluation Reports: Formal evaluation reports shall be prepared by the principal and submitted to the Superintendent three times a year for non-tenure teachers and once a year for tenure teachers. These reports shall be prepared in triplicate with the original forwarded to the Superintendent, one (1) copy retained by the principal and one (1) copy sent to the teacher.

1. Evaluation reports shall be based upon a compilation of classroom observations by and discussions with all supervisory personnel who come into contact with the teacher in a supervisory capacity.

2. Evaluation reports shall be written, addressed to the teacher and shall include:

- a. Strengths and weaknesses of the teacher as observed during the period since the previous evaluation report;
- b. Specific suggestions as to measures which the teacher might take to improve his performance in each of the areas where weaknesses have been indicated.

3. A teacher shall be entitled to a conference with the principal for the purpose of discussing his/her semi-annual and/or annual evaluation report.

D. Personnel Files: A teacher shall have the right, upon request, to review personally the contents of his/her personal file in the presence of the principal or Superintendent. The teacher shall acknowledge, in writing, that he/she has seen the material in the personal file.

No material derogatory to a teacher's conduct, service, character or personality shall be placed in his/her personal file unless the teacher has had an opportunity to review the material. At least once every year, until tenure and every two years thereafter, a teacher shall have the right to indicate those documents and/or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his/her designee and at the discretion of the Superintendent, they shall be either destroyed or retained. The teacher shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and

attached to the file copy.

E. Any complaints regarding a teacher made to any member of the administration by any parent, student or other person which are used in any manner in evaluating a teacher shall be promptly investigated and called to the attention of the teacher. The teacher shall be given an opportunity to respond to and/or rebut any such complaint.

ARTICLE XI

TUITION REIMBURSEMENT FOR ADVANCED STUDIES

A. Eligibility

Teachers employed in the Fairfield School District and enrolled at an accredited institution for the purpose of advanced (graduate) study in the field of education.

B. Reimbursement

1. Financial assistance under this policy is limited to 75% of the cost of tuition and initial registration fees (excluding books) to a maximum of \$300 for the year 1978-79 and \$350 for the 1979-80 school year.

2. Upon registration for approved course work, the tenured teacher will be advanced one-half the reimbursement as agreed. Upon completion of the approved course of study, tenured teachers will receive the balance of their reimbursement to the extent of this policy. Should the teacher drop the course, monies advanced will be deducted from the teacher's next paycheck.

3. Non-tenured teachers will be reimbursed during their

fourth year in Fairfield to the full extent of this policy for courses taken during non-tenure years.

C. Approvals

All courses and programs for advanced study to be reimbursed under this program will have prior approval of the superintendent.

D. Annual Salary Schedule Adjustment

Adjustments on the salary schedule for credits earned shall be made on the first pay period of the school year or February 1st of the school year subject to the provisions as set forth in this article, provided, however, that three (3) months written notice is given the superintendent of contemplated change in salary status based upon earned graduate credits. Before any salary adjustment is made, the employee shall provide the official transcript or appropriate documentation of the successful completion of the graduate credits which will determine the salary adjustment.

When the above conditions are met, salary adjustment shall be retroactive to September 1st, or February 1st, provided that credits are earned prior to September 1st or February 1st, whichever is applicable.

No employee shall receive more than one salary adjustment in any single school year for earned graduate credits.

E. General

1. Courses taken for certification will not be reimbursed under this program.

2. Courses shall be taken at a time that does not conflict with the duties or hours of the school program.

ARTICLE XII

SUBSEQUENT NEGOTIATIONS PROCEDURE

The Board and the Association agree that negotiations between the Board and the Association concerning the terms and conditions of employment for the contract which shall succeed this Agreement shall commence no later than October 15, 1979 and shall thereafter continue at reasonable times, and shall continue on a schedule determined at the first meeting and shall thereafter proceed with a view toward concluding on or before December 30, 1979.

ARTICLE XIII

NON-REPRISAL FOR NEGOTIATIONS PARTICIPATION

No employee participating in the negotiation procedure shall be subject to coercion, restraint, discrimination, or reprisal in his employment by reason of such participation.

ARTICLE XIV

PRINTING AND DISTRIBUTION OF THE NEGOTIATED AGREEMENT

Copies of this Agreement shall be reproduced by the Board at its expense. The Agreement shall be reproduced within ninety (90) days after it has been signed and copies shall be made available to all appropriate employees.

ARTICLE XV

SEPARABILITY AND SAVINGS

If any provision of the Agreement or any application of

this Agreement is held invalid by operation of law or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE XVI

ENTIRE AGREEMENT

This Agreement incorporates the entire understanding of the parties on all issues covered and provided for herein, and during the terms of the Agreement, neither party shall be required to re-negotiate concerning said issues for the period covered herein. However, in the event that the parties concur, this Agreement may be supplemented or modified by agreements negotiated and reduced to writing by the parties to be bound thereby.

SCHEDULE A
FAIRFIELD BOARD OF EDUCATION
TEACHERS' SALARY GUIDE 1978-1979

<u>STEP</u>	<u>B.A.</u>	<u>B.A.+15</u>	<u>M.A.</u>	<u>M.A.+15</u>	<u>M.A.+32</u>
1.	11,000.	11,400.	12,070.	12,500.	13,150.
2.	11,420.	11,850.	12,500.	12,930.	13,580.
3.	11,850.	12,290.	12,930.	13,370.	14,010.
4.	12,290.	12,720.	13,370.	13,800.	14,450.
5.	12,720.	13,150.	13,800.	14,230.	14,880.
6.	13,150.	13,580.	14,230.	14,660.	15,310.
7.	13,580.	14,010.	14,660.	15,090.	15,740.
8.	14,070.	14,500.	15,150.	15,580.	16,230.
9.	14,550.	14,990.	15,630.	16,070.	16,710.
10.	15,040.	15,470.	16,120.	16,550.	17,200.
11.	15,530.	15,960.	16,600.	17,040.	17,690.
12.	16,010.	16,440.	17,090.	17,520.	18,170.
13.	16,500.	16,930.	17,580.	18,010.	18,660.
14.	16,980.	17,410.	18,060.	18,500.	19,140.
15.	17,520.	17,960.	18,600.	19,040.	19,680.
16.	18,400.	18,840.	19,480.	19,920.	20,560.
17.			20,360.	20,800.	21,440.
18.					22,320.

Any teacher who has completed 20 years of service in the employ of the Fairfield Board of Education shall receive a sum of \$200.00 per annum as additional salary.

SCHEDULE A

FAIRFIELD BOARD OF EDUCATION

TEACHERS' SALARY GUIDE 1979-80

<u>STEP</u>	<u>B.A.</u>	<u>B.A.+15</u>	<u>M.A.</u>	<u>M.A.+15</u>	<u>M.A.+32</u>
1.	11,520.	11,920.	12,690.	13,160.	13,860.
2.	11,990.	12,430.	13,160.	13,630.	14,330.
3.	12,450.	12,920.	13,630.	14,090.	14,800.
4.	12,920.	13,390.	14,100.	14,570.	15,270.
5.	13,390.	13,860.	14,570.	15,040.	15,750.
6.	13,860.	14,330.	15,040.	15,510.	16,220.
7.	14,330.	14,800.	15,510.	15,980.	16,690.
8.	14,800.	15,270.	15,980.	16,450.	17,160.
9.	15,330.	15,800.	16,510.	16,980.	17,690.
10.	15,860.	16,330.	17,040.	17,510.	18,220.
11.	16,390.	16,860.	17,570.	18,040.	18,750.
12.	16,920.	17,390.	18,100.	18,570.	19,280.
13.	17,450.	17,920.	18,630.	19,100.	19,810.
14.	17,980.	18,450.	19,160.	19,630.	20,340.
15.	18,510.	18,980.	19,690.	20,170.	20,870.
16.	19,495.	19,975.	20,665.	21,145.	21,845.
17.			21,640.	22,120.	22,820.
18.					23,795.

Any teacher who has completed 20 years of service in the employ of the Fairfield Board of Education shall receive a sum of \$200.00 per annum as additional salary.

SCHEDULE B

SUPPLEMENTAL TEACHERS

Supplemental teachers shall be compensated at the rate of \$7.00 per hour.

SCHEDULE C

GRIEVANCE PROCEDURE

A. Statement of Purpose

It is the purpose of this procedure to secure, at the lowest possible administrative level, appropriate solutions to grievances of employees through predetermined and orderly procedures which shall be made available to all employees in an atmosphere free of coercion, interference, restraint, discrimination or threat of reprisal. However, it is to be noted and emphasized that the existence of this procedure is not necessarily intended to encourage the utilization hereof as a primary or first-instance means for the resolution of all grievances, rather employees, should they so elect, are specifically encouraged to seek resolutions of grievances through informal discussions on a day-to-day basis between relevant parties and thence to resort to the utilization of this more formal procedure should informal means fail to produce a satisfactory resolution.

B. Definition

1. "Grievance" shall mean an alleged violation, misapplication, misinterpretation of any of the provisions of this agreement or of any board policy or administrative decision rendered thereunder. The term "grievance" shall not apply to any matter where

- (a) a method of review is prescribed by law or State Board Rules;
- (b) The Board of Education is without authority to act;
- (c) a complaint relates to the non-renewal or termination on notice of a non-tenured employee's contract.

2. An "aggrieved person" shall mean the person against whom the alleged violation, misapplication or misinterpretation of this agreement or of any board policy or administrative decision rendered thereunder causes personal loss or injury.

3. Where it can be demonstrated that more than one employee is similarly aggrieved, a grievance may be presented bearing the signatures of each of the aggrieved employees.

C. Procedure

1. A grievance to be considered must be initiated within thirty (30) calendar days of its occurrence or within thirty (30) calendar days after the individual should have reasonably known of its occurrence. Any grievance filed after the prescribed interval shall be null and void.

2. Any employee who has a grievance shall discuss it first with his immediate supervisor in an attempt to resolve the matter informally.

Level I

3. If, as a result of the discussion, the matter is not resolved within five (5) school days, he shall set forth in writing his grievance to the immediate supervisor specifying:

- (a) the nature of the grievance and of the personal loss or injury
- (b) the results of previous discussions and the basis of his dissatisfaction.

4. The immediate supervisor shall communicate his decision to the employee in writing within seven (7) school days of receipt of the written grievance.

In addition, within seven (7) school days, the immediate supervisor shall communicate to the Association the date and subject of the grievance filed.

Level II

5. The employee may appeal the immediate supervisor's decision to the superintendent within five (5) school days of receipt of the immediate supervisor's decision. The employee's appeal to the superintendent must be made in writing and must set forth the matter submitted to the immediate supervisor as specified above, as well as the basis for his dissatisfaction with the decision previously rendered. In the event of non-compliance with any of the provisions as set forth, the grievance shall be considered dropped. The superintendent shall render a decision within ten (10) school days of receipt of the appeal of the immediate supervisor's decision. The superintendent shall communicate his decision in writing to the employee or employees and the Association.

Level III

6. If the grievance is not resolved to the employee's satisfaction, he may, within five (5) school days after receipt of the superintendent's written decision, request review by the Board of Education. The request shall be submitted in writing through the superintendent who shall attach all related papers and forward the request to the Board.

The Board, or a committee thereof, shall review the grievance and may, at its option, hold a hearing with the

employee. A decision in writing shall be rendered within thirty (30) calendar days of receipt of the grievance by the Board or the date of the hearing with the employee, whichever comes later.

Level IV

7. If an employee is dissatisfied with the decision of the Board, he may request the appointment of an arbitrator within ten (10) school days of receipt of the decision of the Board of Education. Such request shall be made known to the superintendent forthwith.

8. The following procedure shall be used to secure the service of an arbitrator:

- (a) The parties will first attempt to select a mutually acceptable arbitrator by submitting a list of five (5) names in writing to each other. Within ten (10) days of receipt of the request for the appointment of an arbitrator, the parties shall meet to attempt to select an arbitrator from the names submitted.
- (b) In the event a mutually acceptable arbitrator cannot be selected, then the parties agree to be bound by the rules and procedures of the American Arbitration Association.

9. All proceedings relative to the arbitration shall be held after regular school hours.

10. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He shall neither add to nor subtract from the agreement between the parties. Within thirty (30) days of the completion of the arbitration proceedings, the arbitrator shall submit to each party his decision in writing, which shall include findings of

fact and reasoning. The decision of the arbitrator shall be advisory only.

11. The fees and expenses of the arbitrator shall be borne equally by the parties. The cost of a stenographic record shall be borne by the party requesting same, unless both parties make the request, in which the cost shall be borne equally. Each party shall bear the cost incurred by itself relative to the arbitration proceeding.

D. Miscellaneous

1. All documents, communications and records dealing with the proceeding of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

2. It is understood that the aggrieved employee shall during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

3. In the event grievances are filed in the months of May, June, July or August, the time limitations as specified herein may be suspended by mutual agreement.

4. An aggrieved person may have, at his option, a reasonable number of representatives in attendance at any level of the grievance procedure.

5. When a grievance affects a group or class of employees covered by this agreement, said group or class may at their option select the Association as their representative.

6. All steps of the procedure shall be confidential and conducted in private.

7. Failure at any step of the procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be waiver of further appeal of the decision.

IN WITNESS WHEREOF, the parties hereto have caused
this Agreement to be executed by their duly authorized
officers on the day and year aforesaid.

FOR THE BOARD

Charles R. Munn
Secretary

Donald J. Mottese
President

FOR THE ASSOCIATION

Frances B. Cerezo
Secretary

Carol K. Radis
President

CLASSROOM OBSERVATION REPORT

Teacher: _____ Grade: _____ Date _____

I. Physical Environment -

II. Classroom Atmosphere -

III. Pupil Participation -

IV. Planning and Presentation -

V. Good Points of Lesson Observed -

VI. General Comments -

Signature _____ Signature _____

Title _____

Fairfield, N.J.

ANNUAL SUMMARY EVALUATION

Teacher _____ Date _____ Tenure _____ Non-tenure _____
School _____ Experience: Local _____ Outside _____
Grade _____ Degree _____

This is an annual evaluation report to be written in narrative form and presented to the teacher by April 15th. It shall be prepared by the building principal and delivered to the teacher personally with a conference held on its contents. A copy shall be filed with the central office personnel records.

The following evidences of personal and professional attributes are to be considered:

1. Establishes a good working climate in which children can function at their maximum ability.
 2. Demonstrates good teaching techniques.
 3. Cooperates as an active team member in the development of the total school program.
 4. Fosters sound relationships with students, parents, fellow teachers, non-teaching personnel and administrators by adhering to accepted lines of communication.
 5. Demonstrates high ethical conduct, good professional attitude, and interest in professional growth.
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Teacher Signature

Principal's Signature

APPENDIX C

SCHOOL-RELATED ACTIVITIES

In implementing Article IX-C of the agreement between the Fairfield Board of Education and the Fairfield Education Association for 1978-79 and 1979-80, it is the intent of the Fairfield Board of Education to instruct the school administrators to arrange school-related activities in a manner that will require teacher attendance at no more than three evening meetings a year without equal released time. This will not apply to those meetings which the teachers attend voluntarily.

APPENDIX D

CAFETERIA AIDES

The Board of Education agrees to the intention of including in Board policy the following:

1. To employ cafeteria aides for the purpose of supervising the lunch period,
2. To give teachers a duty-free lunch period of not less than 30 minutes,
3. To have a teacher of record available to assist in supervision of the lunchroom for each lunch period upon request of the administration or the aide.

The intention for this inclusion in Board policy is subject to ratification by both parties.